



OCLC WORLDCAT

Beginner's Guide

COVERAGE: This is an extensive union catalog of books, sound and visual materials, web resources, and other materials from Libraries worldwide.

ACCESS: From the Library web page (www.ius.edu/Library), click on "Article and Database Search" (under FIND INFORMATION.) Scroll down to the Alphabetical List and select OCLC Worldcat. (From off-campus, log in as prompted.)

BASIC INSTRUCTIONS:

1. Type your search terms in the "Search For" box. From the pull-down "Select a topic or database" menu, select Worldcat (at the very bottom), and click "Search."
2. On the "WorldCat List of Records" page, you will see the number and format of the items your search has retrieved
3. Click on the blue title of a specific item to get a more detailed record of the that item.
4. **SPECIAL NOTE:** If there is a blue notation for "Libraries Worldwide," you may click on that and see a list of the libraries in the state or area which have a copy of that item, which you may also print.
5. You may print the record for one item by clicking the print icon in your browser. Or, to e-mail, click the e-mail icon on the record screen, type in your e-mail address and a subject, and click "Send."
6. You may print multiple records by marking them and following the print or e-mail instructions on the record screen.

PLEASE NOTE THAT THESE ARE EXTREMELY **BASIC** INSTRUCTIONS. FOR ADDITIONAL INFORMATION CONSULT ONLINE HELP, ASK AT THE REFERENCE DESK, OR CALL 941-2489. *Indiana University is an equal opportunity institution. If you have a disability and need assistance, arrangements can be made to accommodate most needs. Contact the Office of Services for Students with Disabilities, 941-2579.*